

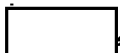
71CP-1CS
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23 November 1973

MEMORANDUM FOR: Administrative Officer, DCI

SUBJECT : Contract Personnel

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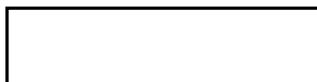
Frank has forwarded to me your suggestion that contract and other personnel entering ICS receive a guidance briefing on administrative policy, including travel, procurement and other matters. I urge that you follow up on this proposal, and ICS will, in the future, arrange for new EOD's to meet with you. It is my concern that this be a two-way communication, and many of the problems which new IC associates face be as nearly eliminated as is possible.



John M. Clarke
PD/DCI/IC

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A/O
Implement R.R.
C. Dr.